

Delta Protection Commission
P.O. Box 530
Walnut Grove, CA 95690
(916) 776-2290

October 14, 1993

TO: Delta Protection Commissioners

FROM: Margit Aramburu
Executive Director

SUBJECT: Travel Expense Claims

For those Commissioners who wish to submit Travel Expense Claims (TEC), you can do so by completing the enclosed TEC forms, sign at # 15 then returning it to the DPC office in Walnut Grove. Note: One TEC should be prepared for fiscal year 1992-93 (January-June) and one for the current fiscal year. You may submit forms on a monthly basis.

The standard rate for mileage reimbursement is 24 cents per mile. If a claim is more than 24 cents per mile (up to 30 cents per mile maximum), records of the fixed and variable costs of operating the vehicle must be kept. Rates claimed in excess of 24 cents are reportable to the State Controller's Office as income (please see attached).

If you want to claim any other expenses i.e., postage, parking, receipts must be attached to TEC.

If you have any questions, please feel free to call Debby Eddy at (916) 776-2290.

Thank you

Attachments

Meeting Locations:

92/93		93/94	
Jan.	Walnut Grove	July	Walnut Grove
Feb.	Antioch	Aug.	Antioch
March	Tracy	Sept.	Walnut Grove
April	Stockton		
May	Brentwood		
June	West Sacramento		

REIMBURSEMENT FOR USE OF PRIVATELY OWNED AUTOMOBILES

0754

Mileage is paid to employees authorized to use privately owned vehicles. The rate is from 24 cents to 30 cents per mile. When employees claim more than this rate, they must certify on the TEC the following: "For mileage reimbursement which exceeds the minimum rate, I certify that the actual cost of operating the vehicle was equal to or exceeded the amount claimed." Otherwise, employees cannot claim more than the minimum rate for the bargaining unit. The approving supervisor may not lower or increase the rate the employee has certified.

REIMBURSEMENT FOR USE OF PRIVATELY OWNED AUTOMOBILES

0754

When an employee claims more than 24 cents per mile, the employee must keep records of the fixed and variable costs of operating the vehicle. Effective January 1, 1991, rates claimed in excess 24 cents are reportable to SCO. Refer to SCO Payroll Letter 91-05.

When an employee is driven to a common carrier, the employee can claim double the rate authorized for one-way trips to and from the common carrier. The vehicle cannot be parked at the terminal and the employee must be an occupant of the vehicle. If the employee departs or returns to a common carrier on the employee's day off or one hour before or one hour after the normal workday, payment for actual miles driven may be claimed. The IRS rules outlined above apply when rates exceed double the standard IRS rate.

REIMBURSEMENT FOR PARKING CHARGES

0755

Employees using State owned vehicles or privately-owned vehicles on official business may be paid for certain parking charges. These charges are:

1. For day parking when on trips away from their headquarters office and residence.
2. For overnight public parking when on trips away from the headquarters city and city of residence. Claims are not allowed if expense-free overnight parking is conveniently available.
3. For day parking next to their headquarters, provided they have other reimbursable vehicle expenses for the same day or are using a State vehicle. This is for employees who spend most of their time on field assignments and report to their headquarters offices occasionally. Other examples of payable expenses are expenses due to a call-back or scheduled overtime on a normal day off.

Employees parking at airports must use the less expensive peripheral parking, or explain excessive parking charges.

Submit claims for parking on a TEC. Attach a receipt to claims exceeding \$6 for one continuous period.

**SAM-TRAVEL
September 1991**